



THE CITY OF SAN DIEGO

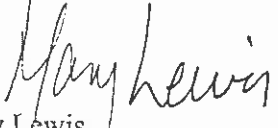
M E M O R A N D U M

DATE: July 27, 2011
TO: Rules Committee Members
FROM: Mary Lewis, Chief Financial Officer
SUBJECT: Tracking and Acknowledgement of Donors—SAP Generated Receipts

The tracking and acknowledgement of donations was discussed at Rules Committee today.

For your information, attached is an example of the SAP generated donor receipt that is sent to the donor along with the department's letter thanking them for the gift.

Through SAP and the donation module, we have a better tracking system for donations to the City and a more efficient process to recognize the donor, collect the information on City donations handled by the departments, and track and report on expenditures related to restricted donations.


Mary Lewis
Chief Financial Officer

cc: Jay Goldstone, Chief Operating Officer
Andrea Tevlin, Independent Budget Analyst
Aimee Faucett, Deputy Chief of Staff
Stephen Lew, Community Outreach Director



City of San Diego
202 C Street, 11th Floor
San Diego CA 92101

Donation Receipt

[REDACTED]
[REDACTED]
SAN DIEGO [REDACTED] CA

Document	Donation Date	Description	Ref. Doc No.	Amount(USD)
100221019	05/20/2011	Donation Box		\$ 100.00
Total Balance				\$*****100.00

Thank you for your generous donation to the City of San Diego. We appreciate your commitment to the community.

If you have questions about your donation or want more information on how you can make a difference, please call (619) 236-7002 or visit our website at www.sandiego.gov/philanthropycenter/.

The Federal Tax Identification Number for the City of San Diego is 95-6000776.

In compliance with Internal Revenue Code Section 6115, the City of San Diego can affirm that no goods or services, in whole or in part, were provided to you for this donation. We suggest that you seek the advice of your professional advisor as to the deductibility of this contribution.